

## **TAA: Modifying a Training Plan**

Find participant – check both name and SSN if someone is not found. *Always make sure all necessary info is on the application and registration screens*

### **Access current training plan through the Services**

1. Service Screen – select the training plan
  - Date: start of training – change only if the start date changed
  - Service/Activity Title: information will be on the screen
  - Funding Stream: TAA
  - Summary Description: TAA training plan
  - Planned End Date: new training end date
  - Service Note: plan modification
2. Extend end date of current HCTC service. If you are not able to change the end date because of prior ownership, contact the state TAA coordinator.
3. Case Notes: enter your justification for modifying the plan plan. Be thorough. This is an area the monitor's check. The modification must meet the criteria set forth in the regulations. You have to justify, justify, justify.

Send modification to state TAA for approval and inclusion in the file.